Understanding Your Pay Check

Below is a breakdown of how to read your pay stub. Please note that in sections 6 – 10, both the current amount and year-to-date amounts are listed. Current = This paycheck; YTD = Jan 1 – Dec 31 totals.

1. This box includes the pay period begin & end dates. Any hours worked between these two dates are included on your paycheck (if the hours were submitted to payroll by the deadline).
2. This box includes the paycheck date.
3. This box includes your name and address.
4. This box includes your employee ID, department code, location, job title, grade/step, and pay rate – either hourly or annual.
5. This box includes the federal and state tax withholding elections that are applied to this paycheck.
6. HOURS AND EARNINGS – This section shows all gross earnings included on the paycheck. Some bargaining groups have “flex credits” which are applied as earnings and then deducted for insurance benefits. Other union groups do not have flex credits and see the district contribution listed in box 10 instead.
7. TAXES – This section shows how much is being deducted for Social Security (OASDI), Medicare (MED), and federal and state withholding taxes.
8. BEFORE-TAX DEDUCTIONS – This section shows what is being deducted from your gross wages on a pre-tax basis. Medical and dental insurance are deducted before Social Security, Medicare, federal, and state. Pension and Tax Sheltered Accounts are deducted after Social Security and Medicare, but before federal and state withholding.
9. AFTER-TAX DEDUCTIONS – This section shows what is being deducted from your gross wages after taxes. This includes 26-pay (or summer pay) plan deductions, union dues, and charitable contributions.
10. EMPLOYER PAID BENEFITS – This section shows district contribution towards your pension, 403(b) or 457 plan if eligible, and insurance benefits (for groups that do not receive flex dollars listed in section 6.)
11. TOTAL GROSS – Shows current and YTD gross, and federal taxable gross (which is what is listed in box 1 of the W-2 tax form.)
12. NET PAY – Shows current and YTD net pay. Net is the amount that you receive.
13. VACATION / SICK LEAVE / COMP LEAVE – This shows your current balance and any time off that was applied during this pay period.
14. NET PAY DISTRIBUTION – If you split your net pay into multiple bank accounts, the split of how much in each is displayed here.

PLEASE NOTE: Employees are expected to review their paychecks for accuracy every payday. While payroll strives for 100% accuracy, mistakes do occur, and many factors/sources contribute to what is on the actual paycheck each payday.

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